

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager II	Transportation Planning/ Budgets and Admin	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Budgets and Admin	900-074-4801-xxx	11/30/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Assistant Chief, Division of Transportation Planning (Principal Transportation Planner), the Chief Budgets and Administration provides leadership responsibilities for planning, organizing, and managing activities of staff related to the development, management, and implementation of the statewide Planning budget and administrative issues. The Office includes, the Branches of Resource Management, Human Resources, Administration and Training.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	<p>Directs the development, implementation and reporting of the Division of Planning's \$100.2 million statewide budget. Oversees the development of methodologies and financial strategies to allocate resources consistent with various fund types including State, Federal and Reimbursements. Provides financial and statistical data reports to upper management. Directs the preparation and maintenance of the division's out-of-state travel blanket.</p> <p>Provides input to and advice to the Financial Policy Committee that includes. fiscal issues, Budget Change Proposals (BCP), Finance Letters, general allocations, and efficiency reporting.</p> <p>The incumbent acts as the Division's budget liaison between the department's management team, divisions, districts as well as other State agencies such as CA State Transportation Agency (CalSTA), Department of Finance (DOF), and Legislative Analyst Office.</p>
25%	E	<p>Serve as consultant to Division Chief, Assistant Division Chiefs, Office Chiefs and Deputy District Directors for Planning on all general administrative issues related to personnel, exam planning, adverse actions, workers compensation, and labor relations involving Planning employees and/or classifications. Develops consensus with line management on proposed adverse actions, and assures complete and positive resolution. Coordinates issue resolution with Division of Human Resources and Office of Labor Relations.</p> <p>Coordinates statewide Planning documents to implement staffing changes, and develops and monitors systems to track staffing changes.</p>
10%	E	<p>Responsible for developing continuous improvements to procedures for the Planning Program.</p> <p>Provides direction and approval for the Division's content on their internal and external websites.</p>
10%	E	Directs the development of proposals for the Division's implementation of Performance Measures, and the development and implementation of the Division Succession and Retention Plans.
10%	E	Responsible for commodities (materials, equipment, and supplies) and Information Technology hardware and software; ensures compliance with State's purchasing guidelines. Interfaces with program managers, Accounting, Budgets and Legal and other State agencies and private contractors; advises program managers and management on contract related issues.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

10%	M	Oversees the management of the administrative support functions, including facility management, space, and out of state travel. Oversee the administration of the Employee Motivation and Recognition programs. Directs all phases of facility management, building security access and emergency evacuation.
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¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Provides direct/indirect supervision Staff Services Manager I, professional and support Staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Comprehensive and detailed knowledge of administrative functions and broad programmatic knowledge of fiscal and business functions and how they are interrelated
- Ability to adapt current state administrative practices, particularly those relating to contracts and grants, to fit the unique needs of the division
- Knowledge of state and federal budget processes, financing alternatives, and research methods
- Capable of assessing and evaluating current business practices and developing and implementing new business functions to achieve quicker and more service oriented results
- Demonstrated knowledge and understanding of the development and use of effective business performance measurement techniques
- Ability to proactively identify and seek unique solutions to administrative challenges
- Ability to analyze data, draw sound conclusions and present ideas
- Strong oral and written communications skills
- Strong negotiating and interpersonal skills; ability to resolve issues without confrontation

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment will result in a delay in receiving statewide resources; expose the program's risk in failing to meet project deliverables, and loss of established fund levels from State and Federal agencies. In addition, errors will damage the Department's credibility with CalSTA, DOF, legislators and citizens of California, thus lowering confidence in the Program's ability to meet departmental goals and objectives.

The SSM III requires leadership responsibility and must act with a tremendous amount of independence, performing extremely sensitive and unusually complex managerial assigned duties while initiating review and approval from program proposals and activities. The timeliness and aggressiveness of the incumbent's efforts will be crucial to achieving sufficient resources and efficiencies for planning activities.

PUBLIC AND INTERNAL CONTACTS

The SSM III independently responds to program and program-related issues from both internal and external customers, which includes the Director, Deputy Directors, and Deputy District Directors of Planning, CalSTA, DOF, LAO and SEIU.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. The completion of many assignments will be required, under tight time frames. The incumbent must be able to adapt to changes in priorities, develop new insights into situations and apply innovative solutions to make organizational improvements.

Appropriate business attire for a professional office environment; ability to sit in small work space for extended periods of time; ability to effectively handle multiple tasks and changing priorities.

WORK ENVIRONMENT

While at the base of operation the employee will work in a climate controlled office under artificial lightning.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE